

Aging Division

Wyoming Department of Health

Information and Education Bulletin

Subject: AGNES Release Form, SAMS Data

The AGNES Release Form **must be signed** by the client **annually** for them to receive the subsidized service that is funded through the Aging Division (provider personnel cannot sign for the client). Without a signed release form, you cannot release that client's information to the Aging Division (or enter it into SAMS), and subsequently the Administration on Aging for Older Americans Act programs, therefore the client cannot receive the subsidy. Payment for the services can be paid for with local funding, or the client can pay the full price for the services.

As a reminder, in every contract with the Aging Division, there currently exists the following provision: "Monthly statistical data, as required by Division guidelines and National Aging Program Information System (NAPIS), shall be reported on a Division system by the fifteenth (15th) of the month following the month of service." This provision means that your required SAMS client and service data **MUST** be entered into SAMS by the 15th day of the month after the services are provided in order for services during the previous month to be eligible for payment. Failure to enter this data is a breach of the contract. SAMS data must reflect actual services provided to eligible clients.